



**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Office of Medicaid**  
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Eligibility Operations Memo 05-04  
February 15, 2005

TO: MassHealth Eligibility Operations Staff

FROM: Russ Kulp, Director, MassHealth Operations

RE: **Enrollment Cap for MassHealth Essential**

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### Introduction

On December 14, 2004, the Office of Medicaid determined that MassHealth Essential reached the enrollment limit set by the federal Centers for Medicare and Medicaid Services pursuant to Section 1115 of the Social Security Act.

The enrollment cap does not apply to aliens with special status who are long-term unemployed and disabled or who are aged 65 or older.

People who are affected by the enrollment cap are individuals or members of a couple who are aged 19 or older and under age 65, long-term unemployed, and do not meet the eligibility criteria for MassHealth Standard, CommonHealth, Family Assistance, or Basic.

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### Waiting List

During the time that the enrollment cap is in effect, for adults who would otherwise be eligible for MassHealth Essential, MA21 will deny the application with **action reason (AR) 51**. Denial notices generated by this action reason tell applicants that they cannot be enrolled in Essential at this time and they have been placed on a waiting list.

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### Enrollment from the Waiting List

Enrollment will be reopened to persons on the waiting list when the enrollment numbers fall below the enrollment limit. When MassHealth is able to reopen enrollment for Essential, MA21 will access the waiting list to perform new determinations on the number of persons who can be added without exceeding the enrollment limit. This process will be managed and performed at Central Office.

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**Enrollment from  
the Waiting List  
(cont.)**

New determinations will be processed from the waiting list in the order the applicants were placed on the list. The eligibility start date for the persons processed from the waiting list will be the date of the new determination. Persons approved for Essential will not receive benefits until they choose a primary care clinician (PCC). Applicants will receive new notices as determinations are made.

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**Terminated  
Members**

It is especially important that MassHealth Essential members do not allow their eligibility to lapse. MassHealth members who lose eligibility for greater than 30 days and then take action to re-establish eligibility will be treated as "new." This means that, if enrollment limits have been met, terminated members, who would have otherwise reopened on MassHealth Essential, will go on the waiting list until the waiting list enrollment process reaches their place on the list.

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**PACES  
Conversions**

For members who are active on PACES and are being converted to MA21, the system will recognize existing eligibility when the member is imported. This will allow the member to continue receiving Essential as appropriate.

However, in order to convert an active PACES member who is known to MA21 in a denied or terminated status, staff must protect the member on MassHealth Standard for one day when entering ERV information. This will prevent the member from being placed on a waiting list.

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**MA21 Functions**

**Overriding a Waiting List**

If a person receives an AR51 denial in error, a new MA21 event, waiting list override (**WLO**), must be used to remove the person from the Essential waiting list and to allow the person to receive a normal MA21 determination. If a person is terminated in error from any benefit, the WLO event must be used to allow that person to get Essential. Specified users have permission to use this function.

At the member's Record Person Events screen, enter WLO as the event and press ENTER. The Select Waiting List Override screen on the next page will be displayed.

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**MA21 Functions**  
(cont.)

```
+-----+
| PERND400          ***** MassHealth *****          PERMD400      |
| Dec 14, 04        - Select Waiting List Override -        3:43 PM      |
|                                                           |
| Household Name: PLATE, LILLY          SSN: 400-85-2133      |
|                                                           |
|               Person Name          SSN          Waiting Lists      |
|               -----          -----          -----          |
|               PLATE, LILLY          400-85-2133          ES          |
|               PLATE, KIMM          400-82-1541          |
|                                                           |
| Release: Y (Enter Y to release) |
|                                                           |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12 |
|      help  retrn quit          Confm          bkwrdr frwrdr          main      |
+-----+
```

*Select Waiting List Override screen*

In this example, as the result of an incorrect determination, the member has been placed on the Essential waiting list. To remove the member from this waiting list, enter Y in the Release field and press ENTER. The message "PF5 - Confirm release of Essential" will be displayed in the upper-left corner of the screen. Press PF5 to release the member from the waiting list.

When PF5 is pressed, the message "Release Confirmed" will be displayed in the upper-left corner of the screen.

Press PF2 to return to the Record Person Events screen. Make any necessary corrections to the member's information. When all necessary corrections have been made, schedule the eligibility determination.

The override function may be used only when a data error or untimely processing by MassHealth causes the waiting list result. This function **must not** be used to circumvent enrollment limits established by MassHealth.

**Waiting List Online Inquiry**

At the MA21 main screen, go to Additional MA21 Options. Select Waiting List Functions (WL). The Waiting List Functions menu shown on the next page will be displayed.

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**MA21 Functions**  
(cont.)

```
Select an option or PF2 to return
WLSPL002          ***** MassHealth *****          WLSML002
Dec 14 04          - Waiting List Functions -          2:31 PM

                                Code  System/Function/Explanation
                                ----  -
                                WC    Waiting List Counts
                                WI    Waiting List Inquiry
                                WM    Waiting List Maintenance
                                WR    Waiting List Release
                                --    -----
                                Option ==> __

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---F8---PF9---PF10--PF11--PF12-
help  retrn quit                                     main
```

*Waiting List Functions menu*

Of the four Waiting List functions, the following are now available:

**WC** Waiting List Counts

Use this option to select and display the waiting list Count Total by Count Type. The count display includes the following:

- total number of people on the selected waiting list;
- average number of days on the waiting list;
- median number of days on the waiting list; and
- count totals during a specified time period.

**WI** Waiting List Inquiry

A pop-up menu screen gives you the option of selecting **FA** (Family Assistance), **CH** (CommonHealth), **HV** (HIV Family Assistance), **IP** (adults in Family Assistance), **ES** (Essential), or **LE** (Limited with Essential) waiting lists. It allows you to view members currently active on the selected waiting list. Members can be located by either name or social security number (SSN).

All browse screens include the member's last name, first name, SSN, birth date, waiting list start date, position on waiting list (relative to all others on the waiting list), and number of days on the waiting list.

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**MA21 Functions**  
(cont.)

See the following example of the Essential Browse Waiting List Records screen.

WLSNL001		***** MassHealth *****					
Dec 30 04		- Browse Waiting List Records -				2:21 PM	
ES - Essential - Entries = 16							
Last Name	First Name	SSN	Birth Date	Start Date	Pos On List	Days On List	
-----							
DOON	KEVIN	400-12-5780	1955-11-24	2004-12-15	3	15	
DOON	KIM	400-71-2000	1955-04-15	2004-12-15	5	15	
DOON	KYLE	400-80-7154	1988-11-24	2004-12-15	4	15	
JACKSON	WARREN	500-55-2013	1972-02-02	2004-12-24	22	6	
JACKSON	WAYNE	500-50-2121	1963-03-03	2004-12-24	21	6	
LOW	LILY	400-52-5515	1970-02-14	2004-12-14	1	16	
MINK	JOE	400-85-1222	1991-09-30	2004-12-22	10	8	
MINK	MOLLY	400-51-2220	1958-12-12	2004-12-22	9	8	
Last Name:		First Name:					
SSN:							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
help		retrn		quit		bkwrd frwr	
						main	

*Example of Essential Browse Waiting List Records screen*

Sequence numbers of members will be established through a batch program run at the end of each business day.

**Questions**

If you have any questions about this memo, please have your MEC designee contact the Policy Hotline.